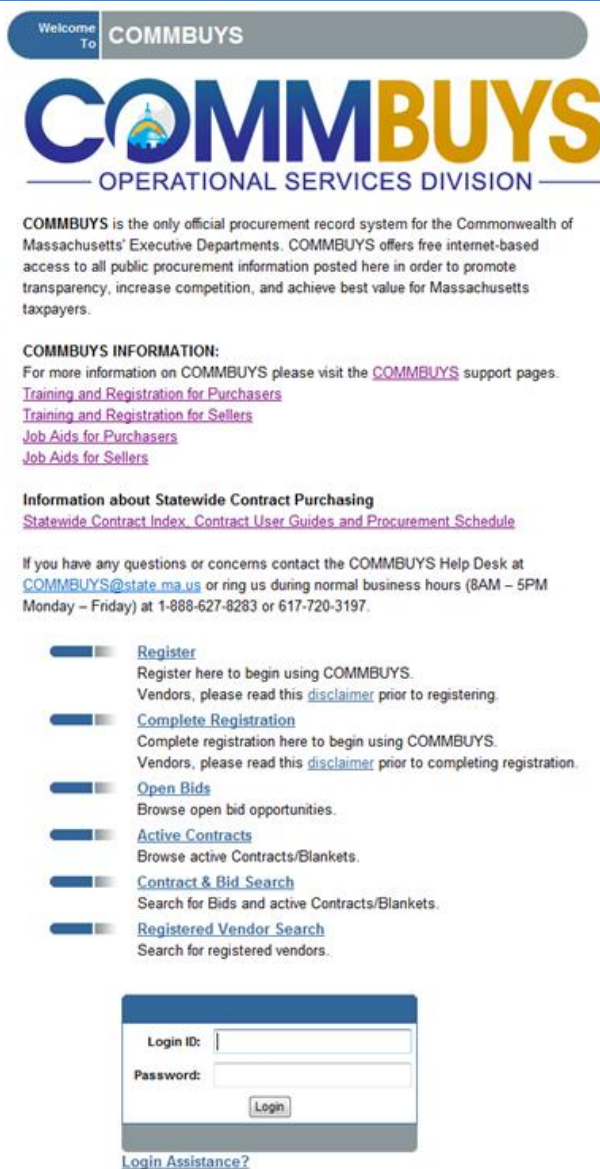# Job-Aid:
How to Search in COMMBUYS

This job-aid shows sellers how to:

- Use the Control center tabs to locate Purchase Orders, Bids, and Quotes.
- Use the Navigation Bar drop-down menus to locate documents, including Purchase Orders, Bids, and Quotes.
- Use the Advanced Search feature to enter multiple search criteria to assist in locating a variety of Bids and Purchase Orders.

Of special note:

- There are multiple ways to search in COMMBUYS. This job aid provides sellers with several methods for quickly finding documents.
- The Seller Administrator role does not include searching functionality.

Screenshot	Directions
	1. Launch the COMMBUYS website by entering the URL (http://www.commbuys.com) into the Browser. Enter your login credentials and click the **Login** button on the COMMBUYS home page.

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Screenshot	Directions
	2. The home page displays the Header bar, the Navigation bar and the Control Center. • The grey Header bar is the top bar. It appears on every screen. • The blue Navigation bar is just below the header bar. It also appears on every screen. • The Control Center is below the blue navigation bar. It appears on most screens.
	3. Use the Control Center tabs to look for documents. Click the tab for the relevant document type. For example, to look for a bid, click the **Bids** tab. Note how the bids are arranged in four sections. This seller has no bids in the first two sections. • Requests for Revision – Are requests from the buyer for a revised quote response to a bid. • Bids/Bid Amendments Un-Acknowledged – Displays the Bids and Bid Amendments that have not yet been acknowledged by the seller. • Open Bids – Are available for response to eligible bidders. Note the 'Create Quote' hyperlink • Closed Bids – Are viewable, but no longer open for response. To open a bid, click on the **Bid #** of the bid to review.

Screenshot	Directions
Home - Welcome Back William Bane News(0) Vendor Communication(4) Bids(501) PO(8) Quotes(224) Vendor Performance(0) Informal(0) Working(0) Submitted(219) Revision(4) Withdrawn(1) Quote # Organization Bid # 00000515 Department of Contracts 00000250 00000613 Department of Contracts 00000216 00000614 Department of Contracts 00000215 00000615 Department of Contracts 00000214 00000617 Department of Contracts 00000212	4. Some tabs contain sub-tabs. In this example, note how the **Quotes** tab contains five sub-tabs. Each tab corresponds to a quote status that is available in COMMBUYS. Observe how the seller has submitted 224 quotes. Of these, 219 have been submitted, 4 are under revision, and 1 was withdrawn.
U N S P S C Code Browse | My Account | Customer Service | About Home POs⌄ Bids⌄ Contracts Quotes⌄ **Home - Welcome Back William Bane**	5. The Navigation menus can also be used to display lists of documents. Click the button for the relevant document type. For example: • To search for a Purchase Order, click the **POs** drop-down. • To look for a quote, click the **Quotes** drop-down.
U N S P S C Code Browse | My Account | Customer Service | About Home POs⌄ Bids⌄ Contracts Quotes⌄ Sent to Vendor Partial Receipt Complete Receipt ids(501) PO(8) Quotes(224) Vendor Performance(0) Closed	6. Use the **POs** drop-down menu to find all purchase orders sent to your seller organization in COMMBUYS. COMMBUYS allows filtering by PO status: • Sent to Vendor • Partial Receipt • Complete Receipt • Closed

Screenshot	Directions
	7. Use the **Bids** drop-down to find all bids sent to your seller organization in COMMBUYS. COMMBUYS allows filtering by Bid status: • Open • Closed
	8. Use the **Contracts** drop-down to find all contracts sent to your seller organization in COMMBUYS. COMMBUYS allows filtering by contract type: • Master Blanket Purchase Order (Blanket Contract) • Contract
	9. Use the **Quotes** drop-down to find all quotes created by your seller organization. COMMBUYS allows filtering by quote status: • Informal Quotes • Formal Quotes – Working • Formal Quotes – Submitted • Formal Quotes – Withdrawn • Formal Quotes - Unsubmitted

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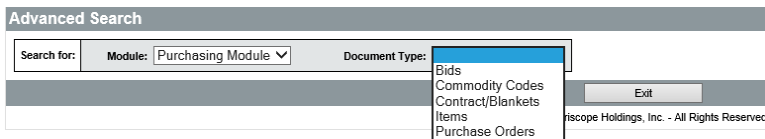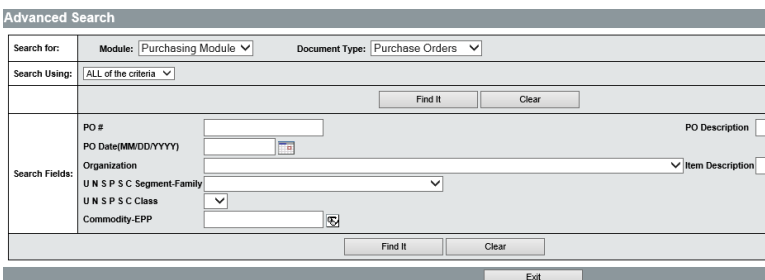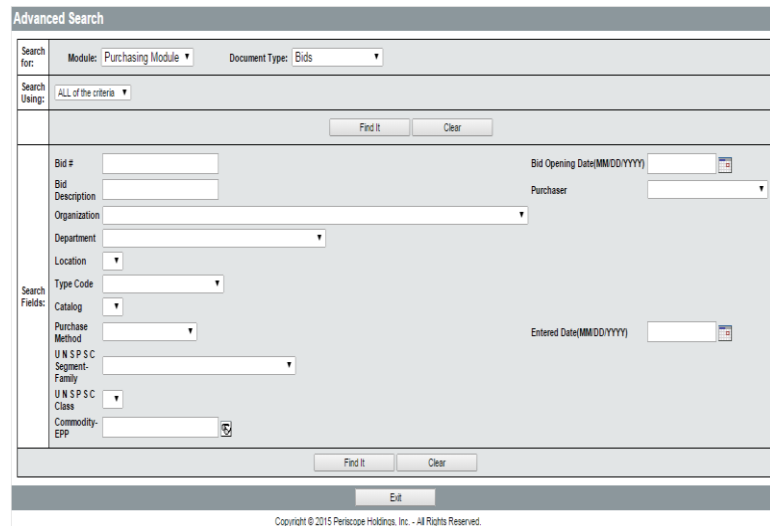| Screenshot	Directions
January 26, 2015 1:25:50 PM EST	10. Use the **Advanced Search** icon (magnifying glass), located on the right side of the Header bar to open the Advanced Search screen.
Advanced Search Search for: Module: Purchasing Module ▾ Document Type: [Bids / Commodity Codes / Contract/Blankets / Items / Purchase Orders] Exit riscope Holdings, Inc. - All Rights Reserved.	11. The Advanced Search feature first presents a 'Search For' box. Users can search for Modules and Document Types: • **Module**: Purchasing is currently the only available choice. • **Document Type**: Choices include Bids, Commodity Codes, Contracts/Blankets, Items, Purchase Orders, and Attachments. The appropriate Advanced Search screen for a document type appears as soon as the document type is selected.
Advanced Search Search for: Module: Purchasing Module ▾ Document Type: Purchase Orders ▾ Search Using: ALL of the criteria ▾ Find It Clear Search Fields: PO # PO Description PO Date(MM/DD/YYYY) Organization ▾ Item Description U N S P S C Segment-Family ▾ U N S P S C Class ▾ Commodity-EPP Find It Clear Exit	12. Each document type has its own Advanced Search screen; some fields are unique to each screen. This screenshot shows a sample Purchase Orders search screen. • Users can search using any combination of fields. • Use the **Document Type** field to switch easily to another document type. • Use drop-down selection fields, text fields, and calendar fields to enter the selection criteria. • Use the **Search Using** field to present results that match all the specified search criteria, or to present results that match any of the specified criteria. • Click on the **Clear** button to reset the screen and clear the search criteria from the fields. • Click on the **Find** button to search for matching records and present results. • Click on the **Exit** screen to exit this screen and return to your home page.

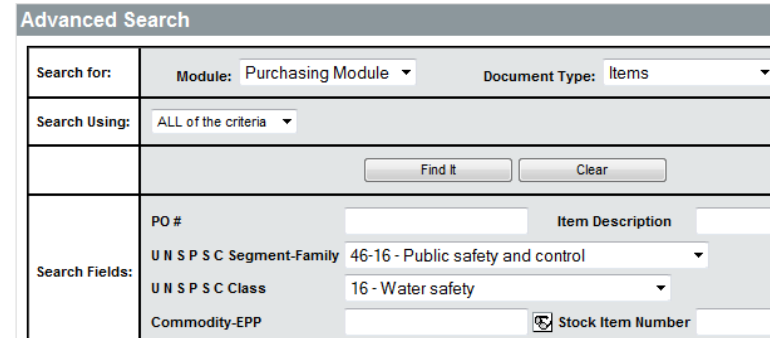| Screenshot	Directions
	13. This screen shows a sample Bids search screen. Users can search using any combination of fields. Some commonly used search fields include: • Bid # • PO # • Blanket/Contract # • Organization field: Allows searching for a specific organization. • Type Code: Allows searching for a document that is off statewide contract (SW) or non-statewide (NS). • UNSPSC Segment Family: Enables searching for documents that contain specific products. Users can find information about COMMBUYS fields by clicking on the **Help** (?) icon that is located on the right side of the grey header bar.
	14. Example: A seller knows a partial bid number and enters the bid number into the Bid# field. COMMBUYS will present all bids that contain 382 anywhere within the full bid number.
	15. Example: A seller enters UNSPSC codes to search for line items within documents. COMMBUYS will present all the seller's documents that contain the specified UNSPSC Segment-Family and Class. In this example, The Segment-Family is 46-16 and the Class is

Screenshot	Directions
	16. Example: A seller searches for Purchase orders issued by the XYZ organization that contain the specified UNSPSC Segment-Family and Class. For additional information on UNSPSC codes, visit www.unspsc.org.

Search for: Module: Purchasing Module ▼   Document Type: Purchase Orders ▼

Search Using: ALL of the criteria ▼

Find It   Clear

Search Fields:
- PO #
- PO Date(MM/DD/YYYY)
- Organization: Organization XYZ
- U N S P S C Segment-Family: 46-16 - Public safety and control ▼
- U N S P S C Class: 16 - Water safety ▼
- Commodity-EPP

Screenshot	Directions
	17. After the seller clicks the **Find It** button to commence the search, COMMBUYS presents the documents in an easy to read list. • Click on a blue hyperlink to open a document • Click on a blue column title to sort the display by that column.

Results

Purchase Order #	Purchase Order Date	Description
0000011	03/02/2014	3/2 psc Walkthrough
0000046	06/13/2014	Life preservers for a summer recreational program
0000047	06/13/2014	Life preservers for a summer recreational program
0000049	06/13/2014	Life preservers for a summer recreational program
0000050	06/13/2014	Life preservers for a summer recreational program